

TO

U.S. DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
Washington, DC 20250

PROCEDURE NOTICE

MANUAL WSDC	ISSUE No. 321
DATE July 12, 2000	
DISTRIBUTION CODE	
"W"	NATIONAL OFFICE
"S"	STATE OFFICES
"D"	AREA OFFICES
"C"	LOCAL OFFICES
"P"	EMPLOYMENT OFFICES

NOTICE

(WSDC)

ADMINISTRATIVE NOTICE (AN)

CHECKLIST revised 06-30-00.

A numerical checklist of all current

ANs is being distributed to all State, Area, and Local Offices. Manual holders are to add the lists of ANs Released to the checklist as they are received. Included is a checklist of ANs, listed numerically under "FILED PRECEDING," that have expired or have been replaced/rescinded.

NOTICE

(WSDC)

RURAL DEVELOPMENT FORMS

REFERENCE LIST. The attached Rural Development Forms Reference List is

revised and updated through this Procedure Notice 321 dated 07-12-00. It contains the following: RD, AD, SF, and Miscellaneous Forms and Form and Guide Letters.

REMOVE

Forms Reference List dated 02-16-00.

INSERT

Forms Reference List dated 07-12-00.

RD MANUAL CHANGES

INSERT RD INS 440.1

(WSDC)

INTEREST RATES, AMORTIZATION, GUARANTEE FEE, ANNUAL CHARGE, AND FIXED PERIOD. This Instruction is partially revised as follows:

Exhibit B partially revised to update various program interest rates, the Treasury Judgement Rate, and the 90-Day Treasury Bill Rate, effective July 1, 2000; and

Exhibit L partially revised to include the July 1, 2000, rate.

REMOVE

Exhibit B:

Pages 1 & 2 (Rev 36); and
Exhibit L: Page 3 (Rev 13).

INSERT

Exhibit B:

Pages 1 & 2 (Rev 37); and
Exhibit L: Page 3 (Rev 14).

(OVER)

RD MANUAL CHANGES (CON.)

INSERT RD INS 2006-D

(W)

MANAGING AND PROCESSING NATIONAL
OFFICE DIRECTIVES. This Instruction
is partially revised as follows:

§ 2006.157(a) revised to conform with the change to the definition of
unnumbered letter.

§ 2006.160(b) revised to provide for routing Workplans to Assistant
Administrators and Assistant Deputy Administrators, as applicable.

REMOVE

Pages 1 & 2.

INSERT

Pages 1 & 2 (Rev 1).

INSERT RD 2030-C

(W; in WASH., DC ONLY)

WRITTEN COMMUNICATIONS - NATIONAL
OFFICE.

§ 2030.103(c)(2) and (3) and Exhibit B are revised to change the definition
of unnumbered letter and to clarify processing procedures. Unnumbered
letters are now defined as written communications addressed to all State
Directors, National Office officials, all Rural Development employees, all
National Office employees, or all field office employees. Previously they
were defined as written communications addressed to two or more employees
or offices.

REMOVE

Pages 1 & 2 (Rev 1); and
Exhibit B.

INSERT

Pages 1 & 2 (Rev 2); and
Exhibit B revised 07-12-00.

FORMS

NOTICE

(WSDC)

Form RD 1980-16 is available on the
Rural Development Instructions home
page (<http://rdinit.usda.gov/regs>).

No paper copy distribution of this Form will be made and it will no longer
be stocked in the Warehouse. Existing supplies may be used until
exhausted.

(CON.)

FORMS (CON.)

NEW

RD 3575-1
(WSDC)APPLICATION FOR LOAN AND GUARANTEE
dated 06-00. Prescribed in RD
Instruction 3575-A and RUS

Transferred Instructions 1980-A and 1980-I. This Form and FMI replace Form RD 1980-10 for Community Facilities and Water and Waste Disposal Programs. The form contains a certification and agreement for the lender and organization that replaces the requirement for use of Forms AD 1047, RD 400-1, RD 400-4, and RD 410-9 and satisfies the requirements of 18 U.S.C. § 1913, 31 U.S.C. § 1532, 42 U.S.C. § 3601 et seq. The form also contains an agreement for compliance with the Fair Housing Act for those facilities subject to Fair Housing Act requirements. Upon receipt of this form from the printer, the Rural Development St. Louis Office will distribute 25 copies to each State, Area, and Local Office.

INSERT

FMI dated 07-12-00.

REPLACEMENT

RD 400-8
(WSDC)COMPLIANCE REVIEW revised 05-00.
Prescribed in RD Instructions 1901-E
and 4284-F. The Form and FMI are

revised to include three additional Civil Rights Laws (Section 504 of the Rehabilitation Act of 1973, Age Discrimination of 1975, and Title IX of the Education Amendment Act of 1972) since Rural Development is to conduct compliance reviews to ensure compliance with the above mentioned Civil Rights Laws, in addition to Title VI of the Civil Rights Act of 1964.

The Form is also being revised to include documentation sheets, "Attachment to Form RD 400-8," since the Department of Justice concluded that Form RD 400-8 has not been effective in providing sufficient documentation on the compliance or non-compliance of borrowers to Civil Rights Laws and Regulations. Supplies dated prior to the revision date will be disposed of or recycled. Upon receipt of this form from the printer, the Rural Development St. Louis Office will distribute 100 copies to each State, Area, and Local Office.

REMOVE

FMI dated 10-21-98.

INSERT

FMI revised 07-12-00.

FORMS

REPLACEMENT (CON.)

RD 1930-7

(WSDC)

MULTIPLE FAMILY HOUSING PROJECT

BUDGET revised 07-00. Prescribed in

RD Instructions 1930-C, 1944-D, and

1944-E. Borrowers use this form to plan and report the financial activity of their multi-family housing projects. This form is used to establish initial budgets and rents, for monthly, quarterly, or annual reports; to request rent changes; or to describe special servicing budgets. The form is revised to more accurately describe project financial activity. The revisions are as follows:

Borrower and Project Description.

- Loan/Transfer Amount. Added to document the total original loan amount or transfer debt assumed for the project.
- Note Rate Payment. Added to document the project's total note rate payment based upon the actual interest rate.
- Interest Credit Payment. Added to document the project's total interest credit reduced payment.
- Utilities Master Metered: A box is added to disclose if utilities are master metered.
- Request for Rental Assistance. A check box is added to allow the borrower to indicate if they will request additional servicing rental assistance for the project.

Part I - Cash Flow Statement

- Application Fees Received. Added to document income received from prospective tenants.
- Reduction in Prior Year Payables (see Part IV): Added to document the reduction of payables from the year proceeding the year documented by the budget.

Part II - Operating and Maintenance Expense Schedule

- Electricity, Water and Sewer. Note added to indicate that if the project is master metered and a utility allowance is used, the expense entered on these lines should be that of the expense directly attributable to the project.

Part III - Accounts Budgeting/Status

Part V of the previous form has been revised and four of the items are now included in Part III. They are:

- Number of applicants on the waiting list
- Number of applicants needing RA
- Reserve account required balance
- Amount ahead/behind

(CON.)

FORMS

REPLACEMENT

RD 1930-7 (CON.)

Part IV - Budget Detail

Part IV is revised to provide borrowers with an area to provide greater detail on four financial issues. They include:

- Accounts receivable - aged
- Accounts payable - aged
- Itemize Part I, Line 20
- Itemize Part I, Line 32

Part V - Rent Schedule

Part V is revised to include utility allowance information along with project rent information.

Part VI - Annual Capital Budget

Part VI is revised to include a new annual capital budget. The annual capital budget tracks expenditures for major capital repairs and/or replacements.

Part VII - Signatures, Dates and Comments

The old Part VII is removed and replaced with the previous Part VI.

General Instructions for Completing, Form RD 1930-7, MFH Project Budget and Instructions for Preparations

Several changes have been made to correspond with the changes to the form.

Supplies dated prior to the revision date will be disposed of or recycled. This Form is available on the Rural Development Instructions home page (<http://rdinit.usda.gov/regs>). No paper distribution of this Form will be made and it will no longer be stocked in the warehouse.

REMOVE

ENTIRE FMI.

INSERT

FMI revised 07-12-00.

RD 1944-37
(WSDC)PREVIOUS PARTICIPATION CERTIFICATION
revised 06-00. Prescribed in RD
Instruction 1944-E and RD Handbook

HB-1-3565. The Form and FMI are revised to update Agency references due to the reorganizations and to add an item to the "Certification Section." Supplies dated prior to the revision date will be disposed of or recycled. Upon receipt of this form from the printer, the Rural Development St. Louis Office will distribute 50 copies to each State, Area, and Local Office.

REMOVE

FMI dated 12-18-98.

INSERT

FMI revised 07-12-00.

(OVER)

FORMS (CON.)

REPLACEMENT

RD 3550-1
(WSDC)AUTHORIZATION TO RELEASE INFORMATION
revised 06-00. Prescribed in RD
Handbooks HB-1-3550 and HB-2-3550.

This Form and FMI are revised to include the name of the customer and to make minor changes. Supplies dated prior to the revision date will be disposed of or recycled. This Form is available on the Rural Development Instructions home page (<http://rdinit.usda.gov/regs>). No paper distribution of this Form will be made and it will no longer be stocked in the warehouse.

REMOVE

FMI dated 10-29-97.

INSERT

FMI revised 07-12-00.

RD 3550-14*

The following Forms, prescribed in RD Instruction 1927-B, are revised to update Agency references according to the reorganization; update information required by the Paperwork Reduction Act of 1995; revise the last paragraph on page 1; and/or reflect current Civil Rights language. Supplies dated prior to the revision date will be disposed of or recycled. The Forms are available in the appropriate State Office.

<u>*STATE</u>	<u>REVISED</u>	<u>DISTRIBUTION</u>
HI	07-00	W; SDC in HI
MI	06-00	W; SDC in MI
MO	06-00	W; SDC in MO
ND	06-00	W; SDC in ND

OBSOLETE

RD 1980-10
(WSDC)

APPLICATION FOR LOAN AND GUARANTEE (COMMUNITY PROGRAMS). This Form and FMI are no longer needed due to issuance of the new Form RD 3575-1.

REMOVE

FMI dated 04-19-00.

NO SPECIAL PROCEDURE NOTICES RELEASED.ADMINISTRATIVE NOTICES RELEASED:

(See AN Checklist.)